



COUNTY OF LOS ANGELES  
invites applications for the position of:

## Administrative Assistant III

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<b>SALARY:</b>	Not Displayed
<b>OPENING DATE:</b>	12/31/15
<b>CLOSING DATE:</b>	01/15/16 05:00 PM
<b>POSITION/PROGRAM INFORMATION:</b>	

### COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



### TRANSFER OPPORTUNITY ANNOUNCEMENT

#### VACANCY INFORMATION:

The Treasurer and Tax Collector (TTC) has two (2) Administrative Assistant III (AAIII) vacancies. One position is in the Contracts Section and the second is in Budget/Fiscal Services, both in the Administrative Services Division.

This transfer opportunity is located in the Kenneth Hahn Hall of Administration building in downtown Los Angeles, which offers close proximity to various forms of public transportation and parking options. The exact address is 222 North Grand Avenue Room 464, Los Angeles, CA 90012.

This position offers either a 5/40 or 9/80 work schedule. The Los Angeles County provides employees who work in the Civic Center area with a transportation allowance of \$70 per month.

#### ESSENTIAL JOB FUNCTIONS:

##### Contracts Section Vacancy:

The AA III is responsible for participating in contract development, monitoring, and management and special projects.

##### Budget/Fiscal Vacancy:

The AA III is responsible for participating in decision-making and projections for the departmental budget, expenditures, or revenue and special projects.

#### Desirable Qualifications

- At least one year's paid experience doing budget and/or fiscal work such as accounts payable/receivable, preparing annual budgets, projecting revenue etc. or one year's paid experience doing contract work such as preparing solicitations, MOUs, contract monitoring etc.,
- Experience with eCAPS
- Excellent oral and written communication skills
- Ability to organize and effectively multi-task
- Strong computer skills in Microsoft Word, Excel, Visio and Power Point
- Ability to maintain strict confidentiality
- Strong organizational and time management skills

## REQUIREMENTS:

**\*\*DO NOT APPLY ONLINE\*\***

This transfer opportunity is open to permanent County employees who currently hold the County payroll title of Administrative Assistant III or its equivalent. Qualified employees are invited to submit a resume, copies of their last two performance evaluations, and last two years' time history report (Prime Variance only) by Friday, January 15, 2016. Please note which vacancy you are applying for. Please mail, e-mail, or fax your information to:

Carla Canales, Exam Analyst  
LA County - Treasurer and Tax Collector  
Personnel Office  
500 W. Temple Street, Room 490  
Los Angeles, CA 90012  
Email: [ccanales@ttc.lacounty.gov](mailto:ccanales@ttc.lacounty.gov)  
Phone: (213) 893-0054 Fax: (213) 217-4931

## ADDITIONAL INFORMATION:

*Only the most qualified employees will be invited for an interview.*

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### COUNTY OF LOS ANGELES Employment Information

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#### **Your Responsibilities:**

##### **1. Completing Your Application:**

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

##### **2. Minimum or Selection Requirements are listed in the job posting.**

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

##### **3. Application Deadline:**

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open

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**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

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b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

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The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

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Los Angeles, CA 90010

Position #Transfer-0889A  
ADMINISTRATIVE ASSISTANT III  
CC



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **NETWORK SYSTEMS ADMINISTRATOR II**

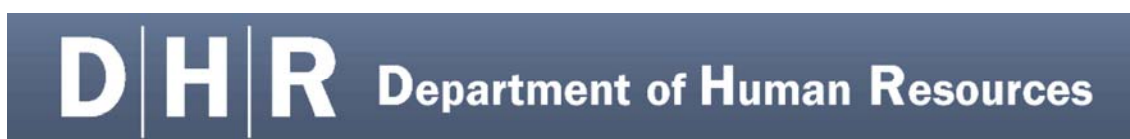
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**SALARY:** \$5,770.46 - \$7,568.36 Monthly  
\$69,245.52 - \$90,820.32 Annually

**OPENING DATE:** 12/18/15

**CLOSING DATE:** 01/12/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**FIRST DAY OF FILING**

December 18, 2015 at 8:00 a.m.

**Exam Number**

R2559G

**Type of Recruitment**

Open Competitive Job Opportunity

**DEFINITION:**

Positions allocable to this class are responsible for the daily operation and administration of network and server operating system environments. Under general supervision, incumbents perform network monitoring and/or network administration duties within established standards and guidelines using independent judgment.

**CLASSIFICATION STANDARDS:**

Incumbents in this journey-level class typically report to a senior or supervisory network or information technology-related position. Assignments include support of network and server operating systems with focus on administration and configuration. Incumbents install, configure, troubleshoot, repair, maintain, upgrade, monitor, and evaluate performance of networks to ensure that they meet availability and performance requirements.

Incumbents possess thorough knowledge of computer networking principles, concepts, tools and terminology. They have skills in network monitoring tools and have working knowledge of protocols, network security, addressing, file servers, cable plants, and topologies. They apply a full range of knowledge to support network functions such as e-mail, file and print services, routers, firewalls, fax and modem services, host access, network related software, and Internet services.

Incumbents may be responsible for installing, servicing and moving servers and networking devices.

**ESSENTIAL JOB FUNCTIONS:**

- Performs network and server administration functions, including installing, configuring, repairing, maintaining, and upgrading hardware and operating systems.
- Gathers and analyzes requirements to assist in the design of the security implementation, including the design of roles and groups.

- Creates and manages user accounts, roles, and groups; assigns privileges, and administers the network security system.
- Troubleshoots, researches, diagnoses and resolves hardware, software and network systems problems; makes adjustments, installs patches and performs tuning; escalates network problems as necessary.
- Monitors network performance; provides on-site support, and reports problems according to established procedures.
- Performs network backup and restores operations following established procedures.
- Provides input to the design and implementation of network configurations to ensure infrastructure compatibility, optimal utilization and adherence to established information security procedures.
- Participates in the VLAN configuration process to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video and data.
- Develops and maintains accurate and up-to-date network documentation, logs, and files.
- Designs and maintains network architecture, including hubs, routers, and physical network.
- Conducts and/or leads analysis in support of data center planning.
- Installs and maintains anti-virus software and issue warnings to end-users.
- Sets up and executes automated software distributions.
- Develops and recommends procedures for network resource allocation.
- Documents information security processes and procedures.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

**Option I:** A Bachelor's Degree from an accredited college in Computer Science, Information Systems, or a closely related field and two (2) years of full-time, paid experience in a centralized Information Technology organization\* within the last five years in LAN design, configuration or administration.

**Option II:** One year of experience within the last five years at the level of Network Systems Administrator I.\*\*

**Option III:** Three years of full-time, paid experience in a centralized Information Technology organization\*\* within the last five years in LAN design, configuration or administration.

### **LICENSE:**

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:** 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

### **SPECIAL REQUIREMENTS:**

\*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.

\*\*Experience at the level of Network Systems Administrator I in the County of Los Angeles is defined as: assist in the daily operation and administration of network and server operating system environments. Under supervision, following established guidelines, incumbents perform monitoring and/or administration duties of limited scope and difficulty.

### **DESIRABLE QUALIFICATIONS:**



- Experience in performing network administration functions, including, designing, configuring, installing, testing, repairing, maintaining, and upgrading hardware
- Experience in performing system administration functions, including configuring, installing, testing, repairing, maintaining, and upgrading server systems
- Experience in designing and implementing network security solutions
- Experience in analyzing network resource allocation and bandwidth requirements, and solving the more complex system configuration and performance problems
- Experience in performing critical data and configuration backup, database backup, system recovery, and/or coordinating activities pertaining to business continuity and disaster recovery
- Experience in performing site assessment
- Experience in participating in the analysis, evaluation, and risk assessment tasks required for implementation of new applications, and system changes
- Experience in developing and maintaining accurate and up-to-date network documentation, logs and files
- Experience in tracking network assets
- Certifications (e.g. A+, Cisco, Citrix, HP, IBM, Microsoft, Oracle and etc.)
- Professional Training (e.g. Cisco, Microsoft, HP, IBM, IT Project Management, Solarwinds Network Performance Monitor and etc.)
- Master's degree in Information Technology/Computer Science or closely related field

## **ADDITIONAL INFORMATION:**

### **This examination will consist of TWO (2) parts:**

**Part I:** An online computerized written test weighted 50%. The online computerized test will measure deductive reasoning, professional potential, achievement, independence, influence, confidence & optimism, and reliability.

Only applicants that achieve a passing score of 70% or higher on the written test will proceed to Part II, an evaluation of training and experience.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**Part II:** An evaluation of training and experience based upon application information and desirable qualifications at the time of filing to determine the level and scope of the candidate's preparation for this position, weighted 50%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Applicants may receive notice via email and are responsible for providing a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your address book to ensure the emails reach your Inbox. Scores cannot be given over the telephone.

### **TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. You can access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

### **ELIGIBILITY INFORMATION**

The names of successful candidates will be placed on the eligible list for a period of 12 months.

### **Vacancy Information:**

The resulting eligible list will be used to fill vacancies throughout the County.

**Available Shift:** Any

#### **APPLICATION AND FILING INFORMATION**

\*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov). Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

#### **IMPORTANT NOTES:**

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

**SOCIAL SECURITY NUMBER:** All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Heidi Kim

**Department Contact Phone:** (213) 738-2009

**Department Contact Email:** [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov)

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The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1,

disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

2012) – unless she or he established reciprocity with another public Association of Credential Evaluation Services or the Association of International retirement system in which she or he was a member before January 1, 2013. Credential Evaluators, Inc. (AICE). It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R2559G  
NETWORK SYSTEMS ADMINISTRATOR II  
HK

\*\*\*\*\*

Los Angeles, CA 90010

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**NETWORK SYSTEMS ADMINISTRATOR II Supplemental Questionnaire**

- \* 1. **NSA II Supplemental Questionnaire** This Supplemental Questionnaire is to be completed by all applicants for the Network Systems Administrator II examination. This Supplemental Questionnaire requires you to document specific training, certifications, education, and work experience that pertain to the competencies identified as important to successful performance of the job duties of a Network Systems Administrator II. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. **Making false statements on this form may cause you to be disqualified from this examination. Scoring** The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for training, certifications, and specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Network Systems Administrator II. **Required information and supporting documentation** In order to receive credit, you must provide all required information and supporting documentation (e.g., certificates, official transcript or copy of a diploma, course completion letter, duty assignment and supervisor contact information, etc.). The documentation MUST be submitted as an attachment to online application at the time of filing or within the (15) calendar days from application submission, Via email to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) or fax to (213) 380-3681. Please include exam number and exam title on documentation. Vague, illegible, or incomplete entries will not be awarded credit. **Employment Experience** It is your responsibility to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead. **Falsification of any information may result in disqualification or rescission of appointment. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview.** I have read and understand the above instructions.
- ☐ Yes
- \* 2. Which of the following best describes your level of education?
- ☐ High School graduate or equivalent
- ☐ Some college, training, or certificate
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree
- \* 3. Which of the following best describes your area of specialization for your Bachelor's degree?

- ☐ Computer Science
  - ☐ Computer Engineering
  - ☐ Information Systems
  - ☐ Closely Related Field
  - ☐ Other
  - ☐ Not Applicable
- \* 4. If you have a closely related degree, have selected "Other" or if your degree is not listed above, please indicate your area of specialization for your Bachelor degree: (Write N/A, if Not Applicable):
- \* 5. How many years of full-time, paid experience do you have in a centralized Information Technology organization within the last five years in LAN design, configuration or administration?
- ☐ I do not have experience in this area
  - ☐ Less than 2 years of experience
  - ☐ 2 years of experience
  - ☐ More than 2 years of experience
  - ☐ 3 years of experience
  - ☐ More than 3 years of experience
- \* 6. Do you have one (1) year of experience within the last five years at the level of Network Systems Administrator I with the County of Los Angeles?
- ☐ Yes
  - ☐ No
- \* 7. If you answered "Yes" to above question, please indicate your payroll title below. If you answered "No" please indicate "N/A".
- \* 8. How did you hear about this job?
- ☐ Ad
  - ☐ Campus Recruitment
  - ☐ County Bulletin Board
  - ☐ County Employee
  - ☐ County Job Hotline
  - ☐ County Website
  - ☐ DICE
  - ☐ governmentjobs.com
  - ☐ Internet Job Board
  - ☐ Internet Social Media
  - ☐ Job Fair
  - ☐ Library
  - ☐ LinkedIn
  - ☐ Twitter
  - ☐ "Word of Mouth"/Informal Communication
  - ☐ Other
- \* 9. **Training and Experience beyond requirements** . In the following section of the Evaluation of Training & Experience, you will indicate which of the specified formal education and work experience you have completed. This section IS NOT intended to include informal on-the-job training or self-study. Which of the following have you completed?
- ☐ Master's Degree from an accredited college or university in Information Technology/Computer Science
  - ☐ Doctorate degree from an accredited college of university in Information Technology/Computer Science
  - ☐ Master's degree from an accredited college or university in Engineering or the Physical Sciences

(i.e., Mathematics, Physics, Chemistry, etc.)

- ☐ Doctorate degree from an accredited college or university in Engineering or the Physical Sciences (i.e., Mathematics, Physics, Chemistry, etc.)
- ☐ Master's Degree from an accredited college or university in a closely related degree
- ☐ Doctorate degree from an accredited college of university in a closely related degree
- ☐ None of the above

10. If you answered "closely related degree" to the preceding question, please provide the specific major.

\* 11. **Full-Time Work Experience** (i.e., Full-time work is at least 40 hours a week) How many years of verifiable experience do you have performing network administration functions, including, designing, configuring, installing, testing, repairing, maintaining, and upgrading hardware?

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience
- ☐ At least 2 years of experience
- ☐ More than 2 years of experience

12. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

\* 13. How many years of verifiable experience do you have performing system administration functions, including configuring, installing, testing, repairing, maintaining, and upgrading server systems?

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience
- ☐ At least 2 years of experience
- ☐ More than 2 years of experience

\* 14. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

\* 15. How many years of verifiable experience do you have designing and implementing network security solutions?

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience
- ☐ At least 2 years of experience
- ☐ More than 2 years of experience

\* 16. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

- \* 17. How many years of verifiable experience do you have analyzing network resource allocation and bandwidth requirements, and solving the more complex system configuration and performance problems?
- ☐ I do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience
  - ☐ At least 2 years of experience
  - ☐ More than 2 years of experience
18. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 19. How many years of verifiable experience do you have performing critical data and configuration backup, database backup, system recovery, and/or coordinating activities pertaining to business continuity and disaster recovery?
- ☐ I do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience
  - ☐ At least 2 years of experience
  - ☐ More than 2 years of experience
- \* 20. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 21. How many years of verifiable experience do you have performing site assessment?
- ☐ I do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience
  - ☐ At least 2 years of experience
  - ☐ More than 2 years of experience
22. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 23. How many years of verifiable experience do you have participating in the analysis, evaluation, and risk assessment tasks required for implementation of new applications, and system changes?
- ☐ I do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience

- ☐ At least 2 years of experience
- ☐ More than 2 years of experience
- \* 24. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 25. How many years of verifiable experience do you have developing and maintaining accurate and up-to-date network documentation, logs and files?
  - ☐ I do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience
  - ☐ At least 2 years of experience
  - ☐ More than 2 years of experience
- \* 26. In order to receive credit for the areas of responsibility selected in Question #25, you **must** provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 27. How many years of verifiable experience do you have tracking network assets?
  - ☐ do not have experience in this area
  - ☐ Less than 1 year of experience
  - ☐ At least 1 year of experience
  - ☐ At least 2 years of experience
  - ☐ More than 2 years of experience
- \* 28. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 29. In this section of the evaluation of Training & Experience, you will indicate formal certifications and professional training you have completed. **Certifications** In order to receive credit for any of the following certification(s), certification must have been completed within the last 5 years.
  - ☐ A+ Certification
  - ☐ Cisco (CCNA)
  - ☐ Cisco (CCNP) specialized in wireless or security
  - ☐ Citrix Certified Associate/Professional/Expert
  - ☐ HP Unix Certification
  - ☐ HP Ux/Solaris Certified Systems Administrator (CSA)
  - ☐ IBM
  - ☐ Microsoft server or OS
  - ☐ Microsoft Exchange
  - ☐ Oracle
  - ☐ Red Hat Linux
  - ☐ VM Certified Associate/ professional /advanced professional/design expert



- ☐ Other
- ☐ I do not have certifications within the last 5 years

30. If you selected "Other" to the preceding question, please specify the certificate(s) below:

- \* 31. **Professional Training** Training must have been completed within the last 3 years to receive credit. Please attach course completion form(s) for corresponding professional training you completed.

- ☐ Cisco Routing and Switching
- ☐ Cisco Wireless LAN
- ☐ Cisco Prime Infrastructure
- ☐ Cisco Identity Service Engine
- ☐ Microsoft Certified Courses
- ☐ HP Certified Courses
- ☐ IBM Certified Courses
- ☐ IT Project Management Courses/Classes
- ☐ Solarwinds Network Performance Monitor
- ☐ VMware Certified Courses
- ☐ Oracle Certified Courses
- ☐ Other
- ☐ I have not completed any relevant training within the last 3 years

32. If you selected "Other" to the preceding question, please specify the training course(s) below:

\* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **Network Systems Administrator II (Server and Systems Administration)**

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**SALARY:** \$5,770.46 - \$7,568.36 Monthly  
\$69,245.52 - \$90,820.32 Annually

**OPENING DATE:** 12/18/15

**CLOSING DATE:** 01/12/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**FIRST DAY OF FILING**

December 18, 2015 at 8:00 a.m.

**Exam Number**

R2559H

**Type of Recruitment**

Open Competitive Job Opportunity

**DEFINITION:**

Positions allocable to this class are responsible for the daily operation, maintenance, support, and administration of servers and workstations in managed network environments. Under general supervision, incumbents perform system administration duties within established standards and guidelines using independent judgment.

**CLASSIFICATION STANDARDS:**

Incumbents in this journey-level class typically report to a senior or supervisory information technology-related position. Assignments include maintenance and support of servers and workstations, including configuration and implementation of new hardware and software deployments, version upgrades or changes with focus on administration, maintenance, support and configuration. Incumbents configure, support, deploy and maintain servers and workstations hardware and software as well as performing server and workstation support and administration duties.

Incumbents possess thorough knowledge of Microsoft Windows Servers and workstations Operating Systems, computer networking principles, concepts, tools and terminology. They have skills in network monitoring tools and have working knowledge of network protocols, enterprise security and backup solutions, file and print servers, and Windows networking components. They apply a full range of knowledge using established procedures to configure, support and maintain functions such as e-mail, file and print services, network infrastructure, firewalls, network related software, and Internet services.

Incumbents may be responsible for installing, servicing and moving servers and networking devices.

**ESSENTIAL JOB FUNCTIONS:**

- Performs server and workstation operating systems (OS) configuration, support and deployment with the latest version upgrades.
- Responsible for security administration such as Microsoft Active Directory Management, deployment, maintenance and support.
- Responsible for the administration, deployment, maintenance and support of hypervisor virtual environment for both servers and workstations.
- Performs server and workstation back-up and restore operations.
- Performs patching the servers, workstations and laptops using enterprise patch management software.
- Maintains and supports automated file transfers using enterprise file transfer management software.
- Assists in implementing, maintaining, and testing disaster recovery solutions.
- Performs security tasks to ensure that the Department's data is secured and meets the County's security policies and standards.
- Performs daily maintenance and provides support for the server farm and network infrastructure.
- Conducts and/or leads analysis in support of data center planning, as needed.
- Installs and maintains anti-virus software and issue warnings to end-users, as needed.
- Sets up and executes automated software distributions.
- Documents information security processes and procedures, as needed.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

**Option I:** A Bachelor's Degree from an accredited college\* in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in a centralized Information Technology organization\*\* within the last five years in maintenance, support, configuration and administration of servers and workstations.

**Option II:** One year of experience within the last five years at the level of Network Systems Administrator I with the County of Los Angeles, performing maintenance, support, configuration and administration of servers and workstations.

**Option III:** Three years of full-time, paid experience in a centralized Information Technology organization\*\* within the last five years in the maintenance, support, configuration and administration of servers and workstations.

### **LICENSE:**

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:** 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

### **SPECIAL REQUIREMENT:**

\*\*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.

### **DESIRABLE QUALIFICATIONS:**

- Experience in performing server and workstation operating systems (OS) configuration, support and deployment with the latest version upgrades
- Experience in security administration such as Microsoft Active Directory Management, deployment, maintenance and support

- Experience in maintaining and supporting security software such as Enterprise VirusScan server administration
- Experience in administration, deployment, maintenance and support of virtual infrastructure
- Experience in performing back-up and restore operations on servers and workstations
- Experience in patching servers, workstations, and laptops using Enterprise Patch Management Software
- Experience in maintaining and supporting automated file transfers using Enterprise File Transfer Management Software
- Experience assisting in implementing, maintaining, and testing disaster recovery solutions
- Experience in performing security tasks to ensure data is secured and meets the organization's security policies and standards
- Experience in automating the server administration tasks utilizing scripting languages
- Certifications (e.g. A+, Cisco, Red Hat, Citrix, CompTIA, Linux, IBM, Microsoft, and etc.)
- Professional Trainings (e.g. Cisco, Citrix, CompTIA, Linux, IBM AIX, Microsoft, McAfee, VMware, and etc.)
- Knowledge of Linux OS
- Knowledge of Scripting and programming
- Knowledge of GlobalScape Manage File Transfer software

## **ADDITIONAL INFORMATION:**

### **This examination will consist of TWO (2) parts:**

**Part I:** An online computerized written test weighted 50%. The online computerized test will measure deductive reasoning, professional potential, achievement, independence, influence, confidence & optimism, and reliability.

Only applicants that achieve a passing score of 70% or higher on the written test will proceed to Part II, an evaluation of training and experience.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**Part II:** An evaluation of training and experience based upon application information and desirable qualifications at the time of filing to determine the level and scope of the candidate's preparation for this position, weighted 50%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Applicants may receive notice via email and are responsible for providing a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your address book to ensure the emails reach your Inbox. Scores cannot be given over the telephone.

### **TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. You can access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

### **ELIGIBILITY INFORMATION**

The names of successful candidates will be placed on the eligible list of a period of 12 months.

**Vacancy Information:** The resulting eligible list will be used to fill vacancies throughout the County.

**Available Shift:** Any

## APPLICATION AND FILING INFORMATION

\*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov). Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

## IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

**SOCIAL SECURITY NUMBER:** All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Heidi Kim

**Department Contact Phone:** (213) 738-2009

**Department Contact Email:** [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov)

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## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

### Your Responsibilities:

#### 1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### 2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age relationship between the offense(s) and the job(s) for which you apply. However,

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

### 3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

### 5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a

any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).



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**COUNTY OF LOS ANGELES**  
**Employment Information**

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Any language contained in the job posting supersedes any language contained below.

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rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #R2559H  
NETWORK SYSTEMS ADMINISTRATOR II (SERVER AND SYSTEMS  
ADMINISTRATION)  
HK

\*\*\*\*\*  
Los Angeles, CA 90010

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**Network Systems Administrator II (Server and Systems Administration) Supplemental Questionnaire**

- \* 1. **Network Systems Administrator II (Server and Systems Administration) Supplemental Questionnaire** This Supplemental Questionnaire is to be completed by all applicants for the Network Systems Administrator II examination. This Supplemental Questionnaire requires you to document specific training, certifications, and work experience that pertain to the competencies identified as important to successful performance of the job duties of a Network Systems Administrator II. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. **Making false statements on this form may cause you to be disqualified from this examination. Scoring** The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for training, certifications and specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Network Systems Administrator II. **Required information and supporting documentation** In order to receive credit, you must provide all required information and supporting documentation (e.g., copies of certificates, course completion letter, duty assignment and supervisor contact information, etc.). The documentation MUST be submitted as an attachment to the online application at the time of filing or within the (15) calendar days from application submission, Via email to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) or fax to (213) 380-3681. Please include exam number and exam title on documentation. Vague, illegible, or incomplete entries will not be awarded credit. **Employment Experience** It is your responsibility to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead. **Falsification of any information may result in disqualification or rescission of appointment. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview.** I have read and understand the above instructions.

☐ Yes

- \* 2. Which of the following best describes your level of education?
- ☐ High School diploma or equivalent
- ☐ Some college, training, or certificate
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree
- \* 3. Which of the following best describes your area of specialization for your Bachelor's degree?

- ☐ Not Applicable
  - ☐ Computer Science
  - ☐ Information Systems
  - ☐ A Closely Related Field
  - ☐ Other
- \* 4. If you have a closely related degree, have selected "Other" or if your degree is not listed above, please indicate your area of specialization for your Bachelor degree: (Write N/A, if not applicable):
- \* 5. How many years of full-time, paid experience do you have in a centralized Information Technology organization within the last five years in maintenance, support, configuration and administration of servers and workstations?
- ☐ I do not have experience in this area
  - ☐ Less than 2 years of experience
  - ☐ 2 years of experience
  - ☐ More than 2 years of experience
  - ☐ 3 years of experience
  - ☐ More than 3 years of experience
- \* 6. Do you have one (1) year of experience within the last five years at the level of Network Systems Administrator I with the County of Los Angeles performing maintenance, configuration and administration on servers and workstations?
- ☐ Yes
  - ☐ No
- \* 7. If you answered "Yes" to the above question, please indicate your payroll title below. If you answered "No" please indicate "N/A".
- \* 8. How did you hear about this job?
- ☐ Ad
  - ☐ County Employee
  - ☐ County Bulletin Board
  - ☐ Campus Recruitment
  - ☐ DICE
  - ☐ Library
  - ☐ LinkedIn
  - ☐ Job Fair
  - ☐ Internet Social Media
  - ☐ Internet Job Board
  - ☐ County Job Hotline
  - ☐ "Word of Mouth"/Informal Communication
  - ☐ County Website
  - ☐ governmentjobs.com
  - ☐ Other
- \* 9. **Training and Experience beyond requirements.** In the following section of the Evaluation of Training & Experience, you will indicate work experience and training(s) you have completed. **Full-Time Work Experience** (i.e., Full-time work is at least 40 hours a week) Do you have verifiable experience performing server and workstation operating systems (OS) configuration, support and deployment with the latest version upgrades?
- ☐ Yes
  - ☐ No
- \* 10. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of

responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

- \* 11. Do you have verifiable experience in security administration such as Microsoft Active Directory Management, deployment, maintenance and support?  
☐ Yes  
☐ No
- \* 12. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 13. Do you have verifiable experience maintaining and supporting security software such as Enterprise VirusScan server administration?  
☐ Yes  
☐ No
- \* 14. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 15. Do you have verifiable experience in administration, deployment, maintenance and support of virtual infrastructure?  
☐ Yes  
☐ No
- \* 16. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 17. Do you have verifiable experience performing back-up and restore operations on servers and workstations?  
☐ Yes  
☐ No
- \* 18. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

- \* 19. Do you have verifiable experience patching servers, workstations, and laptops using Enterprise patch management software?  
☐ Yes  
☐ No
- \* 20. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 21. Do you have verifiable experience maintaining and supporting automated file transfers using Enterprise File Transfer Management Software?  
☐ Yes  
☐ No
- \* 22. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 23. Do you have verifiable experience assisting in implementing, maintaining, and testing disaster recovery solutions?  
☐ Yes  
☐ No
- \* 24. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 25. Do you have verifiable experience performing security tasks to ensure data is secured and meets the organization's security policies and standards?  
☐ Yes  
☐ No
- \* 26. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.
- \* 27. Do you have verifiable experience automating the server administration tasks utilizing scripting languages?

- ☐ Yes
- ☐ No

\* 28. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following: a. Job Title b. Description of your duties/job experiences and scope of responsibility c. Employment start date and end date d. Hours worked per week e. Supervisor name, title, phone number and email address If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response.

\* 29. In this section of the evaluation of Training & Experience, you will indicate formal certifications and professional training you have completed. **Certifications** In order to receive credit for any of the following certification(s), certification must have been completed within the last 5 years.

- ☐ A+ Certification
- ☐ Cisco certified
- ☐ Red Hat Certified System Administrator/Engineer (RHCE)
- ☐ Citrix Certified Associate/Professional/Expert
- ☐ CompTIA Server+
- ☐ Linux Professional Institute Certifications (LPIC)
- ☐ IBM Certified System Administrator/Expert
- ☐ Microsoft Certified IT professional
- ☐ VM Certified Associate/ professional /advanced professional/design expert
- ☐ ITIL
- ☐ Other
- ☐ I do not have certifications within the last 5 years

\* 30. **Professional Training** Training must have been completed within the last 3 years to receive credit. Please attach course completion form(s) for corresponding professional training you completed.

- ☐ Cisco
- ☐ Citrix
- ☐ CompTIA
- ☐ Linux
- ☐ IBM AIX
- ☐ Microsoft
- ☐ McAfee
- ☐ VMware
- ☐ Symantec
- ☐ ITIL
- ☐ Other
- ☐ I do not have certifications within the last 5 years

\* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **PROGRAM SPECIALIST, PHN**

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**SALARY:** \$7,546.94 - \$10,994.46 Monthly  
\$90,563.28 - \$131,933.52 Annually

**OPENING DATE:** 12/04/15

**CLOSING DATE:** 12/31/15 05:00 PM

**POSITION/PROGRAM INFORMATION:**



*Los Angeles County*  
**Department of  
Children and Family Services**

**FIRST DAY OF FILING:** DECEMBER 7, 2015 at 8:00 a.m. - ONLINE FILING ONLY

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY THURSDAY, DECEMBER 31, 2015 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST.**

**EXAM NUMBER**  
T5237A

**REBULLETIN INFORMATION**

**THIS ANNOUNCEMENT IS A REBULLETIN TO EXTEND THE FILING PERIOD TO THURSDAY, DECEMBER 31, 2015. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.**

**TYPE OF RECRUITMENT**

OPEN COMPETITIVE JOB OPPORTUNITY

**DEFINITION:**

Plans, develops, evaluates, and modifies the nursing component of a health program and coordinates it with the overall nursing service of the Department of Children and Family Services.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class are characterized chiefly by their role as key nursing representatives with administrative and/or consultative responsibility in a public health program of a bureau or division of the Department of Children and Family Services. Positions in this class are fully responsible, under the program direction of the Division Chief of the Health Management Services Division for all elements of the nursing component of a program including its planning development, evaluations and modification. Program Specialists, PHN provide technical and administrative guidance to assistant program specialists and other personnel who may be assigned to a program. Program Specialists, PHN, perform administrative, educational and consultative functions to meet their responsibility. They carry out the administrative function by (1) planning and developing the nursing component of a program in accordance with the program's goals and objectives, (2) drafting program nursing standards and nursing personnel duty statements, (3) preparing budget requests for the nursing component of a program, and (4) drafting policies and procedures which conform to legal requirements. The



administrative function also involves coordinating and implementing the nursing component of a program within the Department of Children and Family Services organization and with other community agencies and organizations. It further involves monitoring the nursing component of a program to determine if the service conforms with the standards and objectives of the total program. Based upon these observations, makes recommendations which involve changes in staffing, procedures, scheduling, and, in some instances, the development of new training programs. Positions in this class carry out their educational function by identifying the training needs of nursing personnel involved in program activities, by establishing training priorities, and, in collaboration with the Division Chief, by planning, conducting and evaluating in-service training programs. Positions in this class carry out their consultative function by providing technical nursing advice concerning the nursing component of a program to request districts, agencies, organizations, or hospitals, as well as to private physical or individuals. Such consultation may involve furnishing information concern the nursing component, or the resolution of technical nursing problems. A Program Specialist, PHN must have an in-depth knowledge and understanding of the overall program of which the nursing component is a part. Positions must also be fully knowledgeable concerning the policies of the Bureau of Public Health Nursing and their interpretation by nursing management, the legal scope of nursing practice, and current standards of nursing practice. These positions require the ability to apply expertise in a variety of problem situations such as staff shortages, matching capacities of district facilities to needs of clientele, and in working with a variety of disciplines involved in a program.

### **ESSENTIAL JOB FUNCTIONS:**

- Develop and draft policies and procedures which conform to the legal requirements and Public Health Nursing standards. Determine the nursing policies and procedures of an assigned program based upon program goals and objectives as well as in accordance with the Department of Children and Family Services policies and accepted nursing practice.
- Develop nursing standards for various programs and draft nursing personnel duty statements for the Health Management Services Division. Provide technical and administrative guidance to personnel who may be assigned to the program.
- Assist in the development of determining personnel, equipment, and other operating costs to meet the objectives of new, specially funded programs. Prepare budget requests for the nursing component of a program as needed.
- Plan and develop for the implementation of all PHN-related services in accordance with the program's goals and objectives. Perform administrative, educational, and consultative functions which may involve changes in staffing, procedures, scheduling or the development of new training programs.
- Participate in administrative meetings and on committees concerning the development of policies, and the establishment of guidelines and procedures for the coordination and standardization of practices.
- Research, analyze, and evaluate the nursing component of current and ongoing programs; make recommendations to management which include identifying the training needs of nursing personnel involved in program activities, establishing training priorities, conducting and evaluating in-service training programs regarding all PHN related services, including but not limited to policies and procedures, administration, staff training and development.
- Provide information and interpretation of legal requirements and other guidelines, and assist in the coordination of activities directed toward control of emergencies by complying with legal requirements and recommending enforcement measures where indicated.
- Drives a motor vehicle to perform essential job functions listed above.

### **REQUIREMENTS:**

#### **ONLINE FILING ONLY**

#### **SELECTION REQUIREMENTS:**

Two (2) years of paid experience at the level of the Los Angeles County class of Assistant Program Specialist, PHN\* **OR** Public Health Nursing Supervisor\*\*, assisting in nursing program planning and consultation or in the supervision or instruction of nurses.

#### **LICENSES REQUIRED:**

A license to practice as a Registered Nurse\*\*\* **AND** a California State Public Health Certificate\*\*\* issued by the California Board of Registered Nursing.

A valid California Class C Driver License\*\*\* is required to carry out job-related essential functions.

**PHYSICAL CLASS:**

PHYSICAL CLASS II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**SPECIAL REQUIREMENTS INFORMATION:**

\*Experience in the service of Los Angeles County at the level of Assistant Program Specialist, PHN is defined as: Assists in the planning, developing, evaluating, and modifying of the nursing component of a health program, and in its coordination with the overall nursing service of Community Health Services.

\*\*Experience in the service of Los Angeles County at the level of Public Health Nursing Supervisor is defined as: Under the general direction of a nurse manager, supervises nursing and other personnel in the provision of nursing services at the individual, family, community, and systems level.

\*\*\*In order to qualify, applicants **MUST** include a legible copy of a 1.) license to practice as a Registered Nurse in California and a 2.) California State Public Health Certificate issued by the California Board of Registered Nursing and 3.) a valid California Class C Driver License with your online application at the time of filing or within 15 calendar days of filing.

\*\*\*\*To receive credit, you **MUST** include a legible copy of the diploma or OFFICIAL transcripts, with a granted Master's degree in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science, or Public Health with your online application at the time of filing or within 15 calendar days of filing your online application.

**License Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**DESIRABLE QUALIFICATIONS:**

- Master's degree\*\*\*\* from an accredited college or university with a major in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science, or Public Health.
- Experience in promoting Public Health Programs by providing leadership to agencies or organizations in the development, implementation and improvement of the health care systems, strategies and services.
- Technical knowledge and experience managing Public Health Programs which involved analyzing existing or proposed systems, strategies, and/or current services; identifying needs for improvement, and the methods and resources to achieve such improvement; providing information to agencies or organizations; and providing guidance in developing and implementing plans of action.
- Expert knowledge of occupational principles and practices relevant to the mission requirements of the nursing component, the specific methods and techniques used to deliver programs in State and local settings, and the application of public health concepts.
- Experience providing comprehensive technical and administrative advice and assistance to various private and public health organizations in operating large disease control programs, as measured by the population served, incidence of disease, and other relevant considerations.
- Experience researching, analyzing, and evaluating the training needs of nursing personnel which may involve developing training materials, providing in-service instructions, and/or evaluating in-service training programs.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:**

This examination will consist of an evaluation of Education, Experience, License and Certification based on application information and Desirable Qualifications **weighted at 100%**. All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

Candidates must achieve a minimum passing score of 70% or higher on examination in order to be placed on the eligible register.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register and will appear in the order of the score group for a period of twelve (12) months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

**SPECIAL INFORMATION:****FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:**

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) regarding "sensitive positions" may be withheld from appointment or may be discharged.

**VACANCY INFORMATION:**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

**AVAILABLE SHIFT:** Any

**APPLICATION AND FILING INFORMATION:****APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the **Supplemental Questionnaire** to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application.

**All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.**

We must receive your application and additional documents, if any, by 5:00 p.m. (PST) on or before the last day of filing.

All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to [TawJ@dcfs.lacounty.gov](mailto:TawJ@dcfs.lacounty.gov) within 15 calendar days of filing. You may also fax the documents to (213) 738-6470. Please make sure to reference **your full name, examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the "**APPLY**" tab for this posting. You can also track the status of your application by using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements**. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

#### **SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

#### **COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### **NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone: (800) 735-2922**

**ADA Coordinator Email: TawJ@dcfs.lacounty.gov**

**Teletype Phone: (800) 899-4099**

**Alternate Teletype Phone: (800) 897-0077**

**Department Contact Name: Jason Taw**

**Department Contact Phone: (213) 351-5898**

**Department Contact Email: TawJ@dcfs.lacounty.gov**

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### **COUNTY OF LOS ANGELES Employment Information**

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Any language contained in the job posting supersedes any language contained below.

#### **Your Responsibilities:**

##### **1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

##### **2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

##### **3. Application Deadline:**

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

##### **4. Change of Name or Address:**

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

To change personal information such as your name or address, log into your County will attempt to meet reasonable accommodation requests whenever possible.

### 5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

\*\*\*\*\*  
Los Angeles, CA 90010

Position #T5237A  
PROGRAM SPECIALIST, PHN  
JT



**PROGRAM SPECIALIST, PHN Supplemental Questionnaire**

- \* 1. Do you have a Master's Degree from an accredited college or university with a major in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science, or Public Health? If yes, you must provide a copy of your official diploma or official transcript(s) at the time of filing or within 15 days of filing your application to receive credit .
- ☐ Yes ☐ No
- \* 2. Describe your experience managing Public Health Programs which involved analyzing existing or proposed systems, strategies, and/or current services; identifying needs for improvement, and the methods and resources to achieve such improvement; providing information to agencies or organizations and providing guidance in developing and implementing plans of action. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- \* 3. Describe your experience applying occupational principles and practices relevant to the mission requirements of the nursing component, the specific methods and techniques used to deliver programs in State and local settings, and the application of public health concepts. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- \* 4. Describe your experience in promoting Public Health Programs by providing leadership to agencies or organizations in the development, implementation and improvement of the health care systems, strategies and services. To receive credit, you must provide detail information in your response which also includes the following information: the (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- \* 5. Describe your experience providing comprehensive technical and administrative advice and assistance to various private and public health organizations in operating large disease control programs, as measured by the population served, incidence of disease, and other relevant considerations. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.



- \* 6. Describe your experience researching, analyzing, and evaluating the training needs of personnel which may involve developing training materials, providing in-service instructions, and/or evaluating in-service training programs. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable".

\* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

**PSYCHIATRIC SOCIAL WORKER II/MENTAL HEALTH CLINICIAN II**

Countywide Resource Management (CRM) – Community Reintegration Program (CRP), which provides mental health screening/triage and linkage for low level offenders with mental illness who are being released to Los Angeles County from the California Department of Corrections and Rehabilitation (CDCR) is recruiting a Psychiatric Social Worker II to triage and link clients to various levels of care. With the recent passage of the 2011 Public Safety Realignment Legislation, Assembly Bill (AB)109, a significant number of inmates will no longer be released to traditional State Parole. Effective October 1, 2011, certain non-violent, non-serious offenders have been released to Post Release Community Supervision (PRCS) upon completion of their prison term. It is estimated that approximately 30 percent of those released to PRCS suffer from mental illness. The CRM-CRP provides mental health screening/triage and linkage to community-based mental health services for these clients. Primary duties and responsibilities of this position include:

- Review of clinical packets provided by the State or jail; triage, consult and make referrals for mental health treatment upon release, and collaborate with the Probation Department on release planning for inmates identified for release from prison as part of AB 109.
- Serve as liaison to and conduct quality assurance surveys at contracted provider agencies.
- Consult with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Provide linkage for inmates being released from jail to various levels of care.
- Identify system barriers to the successful reintegration of inmates into communities and work with the Supervising Psychiatric Social worker and community partners to resolve barriers.
- Provide coverage for clinicians at one of five hubs as needed.
- Provide other duties as assigned by management.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and experience in providing services to adult clients with forensic or criminal justice histories *preferred*.
- Excellent clinical, assessment and communication skills.
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Experience with electronic (IBHIS) chart record
- Adaptable and flexible.

Interested individuals currently holding the payroll title of Psychiatric Social Worker II or Mental Health Clinician II are encouraged to FAX their resume, last two (2) Performance Evaluations, and last two (2) years of master time records by **January 8, 2016** to:

**Tara Yaralian, Psy.D.  
Mental Health Clinical Program Head  
Countywide Resource Management  
550 South Vermont, 9th Floor  
Los Angeles, CA 90020  
FAX: 213 637-8274**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
HOLLYWOOD MENTAL HEALTH CENTER  
FULL SERVICE PARTNERSHIP II PROGRAM**

**TRANSFER OPPORTUNITY**

**Psychiatric Social Worker I or II**

Hollywood Mental Health Center is seeking a Psychiatric Social Worker I or II for its Full Service Partnership (FSP II) Program located in the heart of downtown Hollywood. The primary responsibility will be to provide intensive field-based mental health and case management services to an adult population.

**EXAMPLE OF DUTIES:**

- Work as part of a multi-disciplinary team
- Provide 24/7 afterhours on-call and field visits as needed
- Conduct crisis intervention/evaluations during afterhours on-call
- Conduct initial intake assessments and treatment planning
- Provide individual treatment, a minimum of once a week/consumer, in an effort to decrease chances of incarceration and/or psychiatric hospitalizations and improve overall quality of life
- Accompany/transport consumers to appointments focused on improving their health, mental health, and overall well-being
- Provide the large majority of services out in the field
- Identify housing opportunities and work to obtain housing for consumers
- Connect consumers to health and substance abuse services and supports
- Assist consumers in obtaining benefits
- Complete all required Outcome measures
- Participates in daily treatment team meetings
- Provides resources, referrals, and linkages to other agencies

**DESIREABLE QUALIFICATIONS:**

- Spanish-Speaking preferred but not required
- Licensed or close to completing hours required for licensure
- Clinical experience and interest working with severe and persistently mentally ill individuals
- Flexibility, patience, and ability to prioritize
- Strong organizational skills
- Ability to work collaboratively with other Departments and Community Partners
- Strong oral and written communication skills
- Ability to work both independently and within a team setting
- Current Driver's License

Interested individuals holding title to the above positions should scan their resume, last two Performance Evaluations, and master time cards for past two years to:

**Barbara C. Engleman, LCSW, Clinical Program Manager II  
Hollywood Mental Health Center  
1224 Vine Street  
Los Angeles, CA 90038  
(323) 769 - 6100**

Email: [bengleman@dmh.lacounty.gov](mailto:bengleman@dmh.lacounty.gov)

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
EMERGENCY OUTREACH BUREAU  
*Law Enforcement Mental Health  
LAPD SMART***

**VACANCY ANNOUNCEMENT  
*Psychiatric Social Worker I & II  
Mental Health Clinician I & II***

This position will work a 4/40 schedule (Sunday thru Wednesday 10:00 am to 8:30 pm Wednesday thru Saturday 10:00 am to 8:30 pm, Sunday thru Wednesday 3:30 to 2:00 am, Wednesday thru Saturday; 3:30pm to 2:00am) within the City of Los Angeles and will work in partnership with the Los Angeles Police Department performing field crisis evaluations and other calls for service. Position will work under the oversight of supervisory staff. Within agency guidelines and professional standards, clinicians of these positions team up with a police officer in law enforcement vehicles to provide mobile emergency services to persons with a mental health disorder. Primary assignments require that the clinicians be able to consistently and effectively intervene, in acute and life threatening situations, in order to prevent harm to others, harm to self and assist with the basic needs such as food, clothing and shelter for those individuals who are incapable of securing these necessities due to a severe and persistent mental illness. Positions allocable to this program also provide mental health consultation services to other health disciplines, law enforcement agencies, other community agencies, and families of the consumers.

**EXAMPLES OF DUTIES:**

- Provide outreach, engagement, and linkage services within the City of Los Angeles to persons who have or are risk for mental illness.
- Provide mobile psychiatric assessment and evaluation for voluntary and involuntary hospitalization. Depending upon the apparent seriousness of the situation, signs application for immediate 72 hour detention at a LPS hospital facility, schedules an appointment for evaluation and treatment at a Mental Health Clinic, or makes referrals and linkages.
- Provide mobile crisis intervention to communities, families and consumers.
- Respond to consumers decompensating and in need immediate work with law enforcement to assist persons facing eviction and suspected of having mental disorders.
- Respond to requests from Adult Protective Services, Department of Children Services, and schools when police assistance is required at the scene.
- Avert violent confrontations between consumers and law enforcement through the use of verbal de-escalation techniques.
- Participate in providing roll-call training to LAPD Police officers.
- Provide consultation services to community agencies, county directly operated clinics; county contracted clinics, family members and schools to advise the consultee on the utilization of the Law Enforcement/Mental Health Teams pertinent to the recognition of mental health crisis dealt with by these facilities.

Interested individuals holding title to the above positions are encouraged to **FAX** their resume, by **January 8, 2015** to:

**Charles Lennon LCSW, Program Head  
Emergency Outreach Bureau  
550 South Vermont, 10h Floor  
Los Angeles, CA 90020  
Phone: (213) 996-1347  
FAX: (213) 996-1350  
[clennon@dmh.lacounty.gov](mailto:clennon@dmh.lacounty.gov)**

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
CHILDREN'S SYSTEMS OF CARE  
COUNTYWIDE SERVICES DIVISION**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY**

**Senior Secretary III**

**ABOUT THE POSITION**

Children's Systems of Care is seeking a highly-motivated, proactive, organized, and experienced individual to fill the full-time position of Sr. Secretary III in the Countywide Services Division. The vacancy is located at 600 S. Commonwealth, 2<sup>nd</sup> Floor, Los Angeles, CA 90005.

**DUTIES & RESPONSIBILITIES**

- Manage District Chief's calendar, including scheduling meetings and conference calls, and making travel arrangements, as needed.
- Act as intermediary between District Chief and staff and, when authorized, act in Division Chief's absence.
- Act as liaison between the District Chief and other bureaus, divisions, departments, and agencies.
- Prepare interoffice notices, bulletins, and memoranda, including interpretation of departmental policy and laws and regulations governing the activities of the Division.
- Proofread administrative assignments, including Goldenrods, Board Letters, Performance Evaluations, etc.
- Control Division Performance Evaluations for timely completion.
- Act as Division Travel Coordinator, ensuring adherence to internal Bureau protocols.
- Maintain confidential office personnel files.
- Work with lower-level secretaries within Division to develop skills for promotion and advancement.
- Conduct interviews for potential clerical or secretarial candidates, as needed.
- Order and maintain supplies for entire Division.
- Act as back-up Timekeeper.

**DESIRABLE QUALIFICATIONS**

- Supervising experience
- Knowledge of the Department's Policies and Procedures
- Excellent interpersonal and organizational skills
- Excellent oral and written communication, grammar, and language skills
- Ability to work independently and as a team with various disciplines
- Comfortable working in a fast-paced, dynamic environment
- Proficient in Microsoft Word, Excel, and Outlook, as well as IHBIS
- Flexibility with the ability to multi-task

Interested individuals currently holding the title of Sr. Secretary III are encouraged to fax or email 1) cover letter, 2) resume, 3) last two performance evaluations, and 4) two years of master time variance to:

Yvonne Au, Staff Assistant II  
Fax: (213) 738-6521 or [yau@dmh.lacounty.gov](mailto:yau@dmh.lacounty.gov)

**Please respond no later than January 8, 2016.**